

File No. _____

Date Rec. _____

Department of Planning and Building Inspection
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Tim H. Beals
Director

TENTATIVE MAPS AND TENTATIVE PARCEL MAPS

APPLICATION

(rev.11/14)

Project Title: _____ Date: _____

Name of Landowner: _____ Phone: _____

Address: _____ Assessor's Parcel Number: _____

E-Mail Address: _____

Project Address: _____

This application applies to both TENTATIVE MAPS (5 or more parcels) and TENTATIVE PARCEL MAPS (4 or less parcels). The tentative subdivision map shall be prepared in the following manner and shall be prepared by a registered civil engineer or licensed land surveyor. For subdivisions of average lot size of less than one (1) acre, the scale shall be one (1) inch equals fifty (50) feet. For subdivisions of average lot size of one (1) acre or more, the scale shall be one (1) inch equals one hundred (100) feet. The tentative subdivision map shall be clearly and legibly drawn and shall contain not less than the following:

_____ **COPIES:** Provide *two(2) full-sized copies, to scale* (Submission of an electronic file copy of the Map and/or supporting diagrams is also helpful, if available.)

_____ **SIZE:** The size of each "full-size" sheet shall be eighteen by twenty six (18 X 26) inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch. The scale of the map shall be not less than 1" = 100' or as may be necessary to show all details clearly, and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. When four (4) or more sheets including the certificate sheets are used, a key sheet shall be included. All printing or lettering on the map shall be of one-eighth (1/8) inch minimum height and of such shape and weight as to be readily legible on points and other reproductions made from the original drawings. A master sheet showing the entire subdivision shall be included.

These Shall Be Included On The Face Of The Map:

- _____ A title which shall contain the subdivision name, and type of subdivision.
- _____ Name and address of legal owner, subdivider, and person preparing the map, including registration or license number and expiration date.
- _____ Sufficient legal description to define the boundary of the proposed subdivision.
- _____ The names and numbers of adjacent subdivisions and the names of owners of adjacent unplatted land.
- _____ Date, north arrow, scale, contour interval, and source and datum of existing contours.
- _____ A statement of present zoning and general plan designation and of existing and proposed uses of the property, as well as any proposed zoning changes, whether immediate or future.
- _____ A vicinity map showing roads, adjoining subdivisions, towns, creeks, and other data sufficient to locate the proposed subdivision and show its relation to the community.
- _____ Existing topography of the proposed site and at least fifty (50) feet beyond its boundary unless it is established that impacts may occur at greater distance.
- _____ Existing contours at two (2) foot intervals if the existing ground slope is less than ten percent (10%) and at not less than five (5) foot intervals for existing ground slopes equal or greater than ten percent (10%). Contour intervals shall not be spread more than one hundred fifty (150) feet apart. Existing contours shall be represented by dashed lines or by screened lines.
- _____ Spot elevations shall be expressed to the nearest tenth (0.1) of a foot. On comparatively level terrain where contours are more than 100 feet apart, the contours may be omitted and spot elevations shall be shown at intervals.
- _____ At least ninety (90) percent of all contours shall be within one-half (1/2) contour of true elevation except that in areas where the ground is completely obscured by dense brush or timber, ninety (90) percent of all contours shall be within one (1) contour of true elevation. Contours in obscured areas shall be indicated by dashed lines.
- _____ Type and location of any wooded area or trees with a trunk diameter of four (4) inches or more, measured at three feet from the lowest grade touching the tree. Any trees proposed to be removed shall be individually indicated.
- _____ The location and outline of existing structures and improvements, including but not limited to wells, septic tanks, landfills, driveways, utility poles and mine shafts (active and abandoned), identified by type. Structures, to be removed or mine shafts to be filled shall be so marked.
- _____ The approximate location of all areas of potential storm water overflows; the location, width, and direction of flow of each water course; and the flood zone designation as indicated on the Flood Insurance Rate Map ("FIRM"), as defined in Part 32.
- _____ The location, pavement and identification of all existing easements.
- _____ The location and size of existing sanitary sewers, fire hydrants, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated.

Proposed Improvements To Be Shown Shall Include, But Not Limited To:

- _____ The location, grade, centerline radius and arc length of curves, pavements, right-of-way width, and name of all streets. Typical sections of all streets shall be shown, proposed private streets shall be clearly indicated and shown improvements shall be consistent with adopted County improvements standards.
- _____ The location and radius of all curb returns and cul-de-sacs.
- _____ The angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
- _____ The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels.
- _____ Proposed contours at two (2) foot intervals shall be shown if the existing ground slope is less than ten percent (10%) and not at less than five (5) foot intervals for existing ground slopes of ten percent (10%) or more. A separate grading plan may be submitted.
- _____ Proposed common areas and area to be dedicated to public open space.
- _____ Proposed recreation sites, trails and parks for private or public use.
- _____ The location and size of sanitary sewers, fire hydrants, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated. The proposed routing of storm water runoff generated by a 100-year flood shall also be indicated.
- _____ A statement as to the intention of the subdivider in regards to slope planting and erosion control.
- _____ The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative subdivision map.
- _____ The plotting of general street and lot layout on aerial photos.

A Written Statement Of General Information On The Following Shall Accompany The Map:

- _____ Approximate construction phasing and sketch of the subdivision showing that each phase of construction is completed within one (1) construction season.
- _____ A construction phasing schedule for all onsite and offsite improvements.
- _____ Proposed method of fire protection and, if applicable, approval of the fire district within which the subdivision is located.
- _____ Plans for draining areas subject to inundation.
- _____ Proposed deed restrictions.
- _____ Proposed method of assuring proper administration and maintenance of common areas and open space.
- _____ Other improvements proposed.

Upon the written request of the subdivider, the Planning Department may waive any tentative map information requirements of Section 23.06 of the County Code; if the Planning Department determines that the type of subdivision does not justify compliance with these requirements, or if the Planning Department determines that

other circumstances justify a waiver. The Planning Department may require other drawings, data or information as deemed necessary by the Planning Department to evaluate the design and impacts of the subdivision.

The Tentative Subdivision Map Shall Be Accompanied By The Following Data And Reports:

- _____ Street Names: A list of proposed street names for any unnamed street or alley for review by the Planning Department. A separate list is necessary only for those streets not so referenced on the map. Each street which is to be dedicated which is a continuation of, or approximately the continuation of any existing dedicated street shall be shown on the tentative subdivision map and shall be given the same name as such existing street. The proposed name of each other street shown on the tentative subdivision map shall be submitted to the County for approval in accordance with current County street-naming policies prepared by the Planning Department. The approved street name shall be shown on the final map.

- _____ Soils Report: A preliminary soils report prepared by a civil engineer registered in this State and in accordance with the provisions of Appendix Chapter 33 (Excavation and Grading) of the Uniform Building Code. If the preliminary soils report indicated the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision

- _____ Title Report: *Two (2) copies* of a current preliminary title report, prepared within six (6) months of application submittal, acceptable to the Department, showing all parties having record title interest in the property whose consent would be required to record a final map.

- _____ Environmental Review: Information shall be submitted as required by the Department to allow a determination on environmental review to be made in accordance with CEQA.

- _____ Preliminary Engineering Calculations: Information shall be submitted as required by the County standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations.

- _____ Phasing: If the subdivider plans to file multiple final maps on the tentative subdivision map, written notice to this effect shall be submitted to the Planning Director.

- _____ Water Availability: Information shall be submitted as required by the Department to demonstrate a satisfactory source of water (quality and quantity) as necessary for domestic and, if required, firefighting needs. Where appropriate, well tests may be required.

- _____ Sanitary Waste Disposal: Information shall be submitted as required by the County Health Department to demonstrate proposed disposal of all wastes including, where necessary, septic system feasibility including soil percolation tests and soil mantle excavations.

- _____ Geotechnical Report: A geological report prepared by a civil engineer registered in this State and as allowed by the Professional Engineers Act and Land Surveyors Act of 1987, containing such information as required by the Department.

- _____ If the subdivision is inconsistent with the existing general plan and/or zoning, then application to amend the general plan and/or zoning as appropriate, shall accompany the tentative map application.

- _____ Drainage Analysis: Drainage calculations (pre and post project conditions).

- _____ Written evidence of rights of entry or permanent easements on or across private property not within the proposed subdivision shall be required as may be necessary to allow performance of the work necessary

to improve the subdivision, to allow for the maintenance of the subdivision, and to allow for and to grant necessary slope rights which shall be submitted with the final map or parcel map.

_____ The name and address of all public entities or utilities that will serve the proposed subdivision.

_____ Drainage Analysis: Drainage calculations (pre and post project conditions)

_____ Written evidence of rights of entry or permanent easements on or across private property not within the proposed subdivision shall be required as may be necessary to allow performance of the work necessary to improve the subdivision, to allow for the maintenance of the subdivision, an to allow for and to grant necessary slope rights which shall be submitted with the final map or parcel map.

_____ The name and address of all public or private entities or utilities that will serve the proposed subdivision.

_____ Preliminary Environmental Questionnaire: Obtain copy from the Sierra County Planning Department.

_____ Other reports: Other pertinent data or reports deemed necessary by the Department, including but not limited to traffic analysis, and archaeological surveys.

APPLICATION CHECKLIST (SCC §23.04.004):

- 1) _____ **Initial review fee: \$ 100.00** [Project fee to be determined; deposit due]
- 2) _____ **Completed Application form with Tentative Subdivision Map (including two [2] preliminary title reports and other supporting information, as necessary)**
- 3) _____ **Completed “Preliminary Environmental Questionnaire”**
- 4) _____ **One (1) copy of Sierra County’s “Indemnification Agreement”. It must be returned with original signatures. Photocopies, faxes or electronic/scanned images will not be accepted.**

The above information and statements have been read and understood. It is further understood that Submittal of an application does not imply application acceptance. Your application cannot be considered complete until all necessary information is submitted. If it is determined that your application is not complete, you will be notified of the deficiencies within thirty days.

If it is determined to be complete, it will be reviewed by staff and scheduled for any necessary hearings at the earliest possible date. Under no circumstance will application be heard sooner than three weeks following the determination of completeness. Some applications will take much longer.

Signature of Landowner

Date

(Rev 11/14)